

**UNITED STATES DISTRICT COURT  
District of Rhode Island**

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**POSITION VACANCY ANNOUNCEMENT - SEPTEMBER 2002**

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**POSITION TITLE:** Executive Assistant to Clerk of Court  
**LOCATION:** U.S. District Court, Providence, Rhode Island  
**SALARY RANGE:** CL 25/01 (\$31,303) - CL 27/61 (\$61,569) Depending upon experience  
**APPLICATION PERIOD:** September 11, 2002 - September 27, 2002

**SUMMARY OF POSITION:** This position is located in the District Clerk's Office. The Executive Assistant reports to the Clerk of Court and provides administrative and analytical support to the Clerk.

**DUTIES AND RESPONSIBILITIES:** The Executive Assistant to the Clerk of Court performs duties and responsibilities such as the following: Receives, screens and refers telephone and in-person callers; answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters; screens and routes incoming mail including e-mail; prepares executive correspondence, administrative documents, reports, statistics and other materials from dictation, rough copy, or notes; maintains the Clerk's calendar; coordinates Clerk's activities with chambers and all other court support units; prepares agendas for meetings and conferences; takes formal minutes of meetings and distributes to appropriate individuals; arranges business travel itineraries and reservations; coordinates projects; establishes and maintains an extensive filing system; develops standard office procedures and provides guidance to other administrative support staff in the performance of their duties; checks items typed to ensure accuracy and prepares appropriate copies; coordinates general activities in the immediate office, including arranging for equipment maintenance and ordering supplies; performs other duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:** Excellent typing skills; excellent oral and written communication skills to include sound knowledge of spelling, punctuation and English grammar; professional appearance and demeanor; ability to plan, organize and prioritize work; ability to compose routine letters; strong organizational skills and ability to handle multiple assignments; at least two years of general experience and three years of specialized experience.

**General Experience** is considered progressively responsible clerical or secretarial experience which provided a good knowledge of office practices such as filing, telephone usage, typing and distributing mail.

**Specialized Experience** is considered progressively responsible clerical or secretarial experience which involved responsibility as the principal personal office assistant to a supervisor who was dealing with law-related matters.

**PREFERRED EXPERIENCE:** Prior court experience; experience with court-related agencies or experience working in the legal field; working knowledge of WordPerfect and Microsoft Outlook.

**SEND RESUME WITH COVER LETTER BY SEPTEMBER 27, 2002 TO:**

Clerk of Court  
U.S. District Court  
One Exchange Terrace  
Providence, RI 02903-1779, Attn: EA -02

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

**NOTE:** Applicants selected for interviews will receive a letter or telephone call to set up an interview.  
**PLEASE DO NOT CALL.**